



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Wednesday, February 3, 2016

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00037	Director, Surface Water and Sewers (Appointed)	Full-time	\$121,452.00 - \$143,974.00 annually	01/26/16	Continuous

Department:

PW - SANITARY SEWER

Position Description:

The Director – Surface Water and Sewers is appointed by the Director of Public Works and will report directly to the Deputy Director of Public Works. The director manages sewer construction, operations and maintenance and will understand the design of sanitary and surface water infrastructure. The director will manage a staff of approximately 125 division employees. The operating budget for the division is \$80.7 million with \$100 million in revenue.

The City seeks a collaborative leader who will engage our policy makers, the community, and agency partners to continually improve underground utility systems throughout our world class city.

The City of Minneapolis will accept resumes for this position until the position is filled. Priority will be given to those who submit a resume by Friday, February 19, 2016.

2015-00479	Engineering Technician III	Full-time	\$22.24 - \$31.38 hourly	01/20/16	02/12/16
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Department:

PW - CAPITAL IMPROVEMENTS

Position Description:

Perform specialized high level technical support and design work for Surface Water and Sewers Division of the City of Minneapolis Public Works Department in construction and maintenance activities and act as a liaison with other parties for the Professional Engineer in the field.

The eligible list will expire two months after being established.

2015-00474	Fleet Manager (Amended)	Full-time	\$64,249.00 - \$88,157.00 annually	01/15/16	02/07/16
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Department:

PW - FLEET SERVICES

Position Description:

Work with Customer, End User, City Engineer, Director of Fleet Services and other fleet users in assisting in the financial and operational needs of customers using the cities fleet services.

Eligible list will expire three (3) months after being established

2016-00030	Health Inspector I (Lead)	Full-time	\$22.20 - \$31.38 hourly	01/25/16 02/12/16
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Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

Perform Lead Risk Assessments, write work specifications and perform clearance inspections for the HUD Lead Hazard Control grant. Issue corrective orders to ensure compliance with public health standards and codes. Provide education and outreach on lead-safe work practices. Raise awareness of lead as a health hazard to children and the need for blood testing for children. Coordinate activities for/with grant staff.

There is one (1) full-time, non-exempt vacancy to be filled in the Health Department's Healthy Homes and Lead Hazard Control Program. Schedule flexibility is required. This could include, as needed, some evenings and weekends. **The vacancy is a grant-funded position which will terminate one year from the date of hire. Should further funding be acquired, this position may continue beyond one year.**

The list created from this exam will expire three (3) months after it has been established.

2016-00002	Manager Financial Analysis and Systems Support	Full-time	\$83,640.00 - \$91,396.00 annually	01/15/16 02/12/16
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Department:

PW - SANITARY SEWER

Position Description:

Responsible for managing financial analysis and support and information technology support for the Surface Water and Sewer Division and coordinating high level financial planning for capital improvement projects involving multiple Public Works Department Divisions.

Eligible list will expire two months after being established.

2016-00003	Records Management Specialist	Full-time	\$62,150.40 - \$72,381.92 annually	01/25/16 02/07/16
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Department:

Police Department

Position Description:

The Records Management Specialist for the Minneapolis Police Department will be responsible for effectively and efficiently receiving and fulfilling public records requests, including maintaining standards and procedures for the maintenance, identification, collection, processing, and review of responsive information in accordance with state and federal laws.

The current vacancy is Full-time within the Minneapolis Police Department and it is an exempt position. The Police Department reserves the right to advise the Records Management Specialist of a change in hours based on the department needs.

2016-00014	Urban Scholars	Full-time	\$12.49 - \$16.00 hourly	01/11/16 02/19/16
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Department:

CIVIL RIGHTS

Position Description:

The City of Minneapolis, The State of Minnesota, Minneapolis Parks and Recreation, and the Minneapolis Public Schools are seeking Urban Scholars for the summer of 2016.

Urban Scholars will provide support to assigned department for 32 hours per week as well as participate in the Urban Scholars Leadership Institute 8 hours per week.

Complete application form in Neogov. Please review the [Application Guide](#) before applying and follow all instructions. You must upload all of the following items with the application, and answer the essay questions fully as it is the primary form of selection:

- **Resume (including education and relevant course work, skills, languages spoken, unpaid experience, volunteer experience, work history, and accomplishments [i.e. honors, awards, etc.]).**
- **Unofficial transcript labeled with your student information (i.e. name, major, etc.)**
- **Essay Questions: In a 1-2 page, 1.5 spaced essay, please describe how you have exhibited the qualifications below in your personal, academic, or professional journey. The completed essay must be uploaded under the attachment type "Other" in the online application.**

1. The ability to understand, appreciate and interact with persons from cultures and/or belief systems other than one's own.
2. Cares about other people and their needs without regard for their own needs and thinks about other groups who have a stake or interest in various projects, initiatives, or activities.
3. Takes a broad view of the team concept and considers values, opinions, and preferences of other group members in completing tasks and in decision making.
4. Adapts well to changing conditions and new community needs or expectations and acknowledges the positive aspects of changes and events and stays open to new ideas, new technology, etc.
5. Recognizes when changes in priorities, direction or the pace of activities appear necessary, yet willing to preserve previous practices or approaches that work.
6. Shows resiliency in the face of obstacles, setbacks and other sources of stress; gets back up and moves forward.

Promotional Opportunities

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00029	Project Coordinator - Lead & Healthy Homes	Full-time	\$63,926.00 - \$79,852.00 annually	01/25/16	02/05/16

Department:

MINNEAPOLIS HEALTH DEPARTMENT

Position Description:

This exam is restricted to current Health Department employees.

Function as a coordinator in the development, implementation and administration of HUD grants and other division projects.

There is currently one (1) exempt, full-time, grant-funded vacancy to be filled in the Environmental Health Division of the Health Department. The current vacancies are funded by federal grants which are secure through December of 2018.

Schedule flexibility is required. This could include, as needed, some evenings and weekends. Must be able to travel to required, out-of-town meetings.

This list created from this exam will expire fifteen (15) days after being established.

2016-00043	Stores Center Coordinator	Full- time	\$23.22 - \$29.20 hourly	02/03/16 02/12/16
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Department:

Finance & Property Services

Position Description:

This position is responsible for coordinating receiving, stocking and distributing, of parts & supplies in the The Solid Waste and Recycling Division or the Property Services Division. Eligible applicants must be current City of Minneapolis employees.